

1. All **Circuit Civil** virtual court hearings with video capabilities must be conducted with **Zoom** software.
2. **If not registered through Alacourt**, all counsel of record and all self-represented litigants are hereby ordered to provide **written verification of their e-mail addresses to the court** within 7 days from the entry of this order and a telephone number.
3. **No one receiving an electronic notice of hearing containing that hearing's link shall share that unique link with anyone, including attorneys and parties.**
4. In the event the Court is conducting a prior scheduled hearing and is unable to start at the scheduled time, the hearing will commence as soon as the court is able to start the hearing.
5. **No electronic device or other means may be used by any party, attorney, witness, or any other person to capture images, videos, or sound recordings of any portion of a virtual court hearing. Any person violating this rule may be held in contempt of court.**
6. **Once the hearing has begun, all parties shall identify themselves and ANY THIRD-PARTIES who are present for the hearing.**
7. No later than 7 days before a scheduled virtual court hearing (emergency hearings excepted), counsel for the parties and any self-represented litigants shall provide to the court via Alafile attached to the motion or response any case law which that party intends to cite to the court. If not registered with Alafile, Pro Se parties shall mail or email copies of any case law to all attorneys and or self-represented parties.
8. Appropriate courtroom attire, whether in a traditional courtroom or a virtual one, helps preserve the dignity of the occasion and promotes public trust and confidence in the judicial proceeding. Therefore, attorneys, parties, and witnesses should dress for virtual court hearings just as they would dress if they were appearing in a traditional courtroom, however, jackets are not required.
9. If the judge presiding over a virtual court proceeding determines at any time that the audio or video connection is so poor as to interfere with the fair administration of justice, the hearing shall be postponed until such time as a better connection can be obtained or the matter can be set for an in-person court proceeding. However, it shall be the responsibility of a party or counsel for a party to *promptly* inform the court if there has been a disruption at their end of the communication that substantially interferes with his or her ability to see or hear what is occurring during the video conference. An objection to the quality of an audio conference or a video conference *must* be made to the court on the record before the virtual court hearing has concluded. Any objection to the quality of the audio conference or video conference made thereafter, will be deemed untimely.